



# Bay Area Air Quality Management District

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## Grant Funding Application Guidance for Plug-in Electric Vehicle (PEV) Charging Station Projects

# *Charge!*

## Transportation Fund for Clean Air (TFCA) For Fiscal Year Ending (FYE) 2015

*Open to public and non-public entities*

*Bay Area Air Quality Management District  
939 Ellis Street, San Francisco, CA 94109*

**May 27, 2015**

**Revised May 29, 2015**

**The deadline for receiving applications is 4 PM, December 18, 2015.**

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### **Air District Grant & Incentive Programs**

The Bay Area Air Quality Management District offers grant funding to incentivize emissions reductions to improve air quality. Funds are available for the following project categories:

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| ▪ On and Off-Road Heavy-Duty Diesel Vehicles | ▪ Shuttle, Ridesharing, and Vanpools           |
| ▪ Locomotives                                | ▪ Light-Duty Vehicle Buy Back                  |
| ▪ Marine Vessels                             | ▪ Electronic Bicycle Lockers and Bike Racks    |
| ▪ Lower-Emission School Buses                | ▪ Alternative Fuel Vehicles and Infrastructure |

**For more information on Air District Grants and Incentives contact us:**

Website: <http://www.baaqmd.gov/grants>

Email: [grants@baaqmd.gov](mailto:grants@baaqmd.gov)

Grants Information Request Line: (415) 749-4994

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***BAY AREA AIR QUALITY MANAGEMENT DISTRICT***

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The Bay Area Air Quality Management District (Air District) was created by the California legislature in 1955 and was the first regional agency to be tasked with reducing air pollution in California. The Air District's jurisdiction includes Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, southwestern Solano, and southern Sonoma Counties. It is governed by a twenty-two member Board of Directors drawn from locally elected officials, including county supervisors, mayors, and city council members.

In the Bay Area, tailpipe emissions from on-road motor vehicles account for more than 40% of the criteria air pollutants and about 36% of the green-house gasses (GHG) generated.<sup>1, 2</sup> Significant emission reductions from the on-road transportation sector are key to helping the Bay Area to attain State and Federal ambient air quality standards.

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***THE TRANSPORTATION FUND FOR CLEAN AIR***

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In 1991, the California State Legislature authorized the Air District to impose a \$4 surcharge on motor vehicles registered within the nine-county San Francisco Bay Area to fund projects that reduce on-road motor vehicle emissions. The Air District has allocated these funds to its Transportation Fund for Clean Air (TFCA) program to fund eligible trip reduction and alternative fuel vehicle-based projects. The statutory authority for the TFCA and requirements of the program are set forth in California Health and Safety Code Sections 44241 and 44242.

Sixty percent (60%) of TFCA funds are awarded directly by the Air District through a grant program known as the Regional Fund and through Air District-sponsored programs. The remaining forty percent (40%) of TFCA funds are forwarded to the designated congestion management agency within each Bay Area county and distributed through the County Program Manager Fund program (see [www.baaqmd.gov/tfca4pm](http://www.baaqmd.gov/tfca4pm) for details).

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***CHARGE! PROGRAM***

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The Air District views plug-in electric vehicles (PEVs) as a promising technology for reducing tailpipe emissions, thus helping the region achieve local, State, and Federal criteria pollutant and GHG emission reduction targets. Between 2011 and 2013 the Air District conducted a comprehensive regional planning process which concluded with the development of the Bay Area Plug-in Electric Vehicle Readiness Plan (Plan) ([www.baaqmd.gov/EVready](http://www.baaqmd.gov/EVready)). This effort was conducted in partnership with the Metropolitan Transportation Commission (MTC), the Association of Bay Area Governments (ABAG), Bay Area government agencies, and other PEV-stakeholders. The Plan established PEV adoption goals of 110,000 PEVs on Bay Area roads by 2020, and 247,000 by 2025. The Plan also outlines a series of strategies and best practices that can be taken to remove potential barriers and accelerate deployment of PEVs in the region.

Since 2010, the Air District has allocated nearly \$20 million from its TFCA to support deployment of zero-emissions vehicles. To date approximately \$6 million dollars has been awarded to projects that resulted in the installation of more than 200 publicly accessible Level 2 chargers, 1400 Level 2 residential chargers, and the adoption of more than 100 PEVs by local public agency fleets.

Looking ahead, approximately \$14 million in TFCA funding will be available through fiscal year ending (FYE) 2016 for PEV-related programs, including this PEV charging station deployment program (“Charge!”). The Charge! Program offers grant funding to help accelerate the deployment of DC fast, Level 2, and Level 1 electric vehicle charging stations at transportation corridors, popular trip destinations, workplaces, and multi-

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<sup>1</sup> BAAQMD, [Bay Area Emissions Inventory Summary Report: Criteria Air Pollutants Base Year 2011](#), May 2014.

<sup>2</sup> BAAQMD, [Bay Area Emissions Inventory Summary Report: Greenhouse Gases Base Year 2011](#), January 2015.

dwelling units (MDUs). Proposed projects must result in the surplus reduction of motor vehicle emissions within the [Air District's jurisdiction](#). Grant recipients must comply with all *Charge!* Program requirements including the obligation to meet minimum usage requirements and operate charging stations for a minimum of *three (3) years*.

**Tentative Schedule:**

DATE	ACTIVITY
March 13, 2015	Draft Program requirements released for public comment
March 25, 2015	Informational Stakeholder Meeting (Workshop) to discuss draft Program requirements and public comments
<b>May 27, 2015</b>	<b>Charge! Program solicitation released</b>
<b>June 5 and 11, 2015</b>	<b>Pre-application webinars</b>
Within approximately 90 days of Air District's receipt of an application	<b>Notice of Determination:</b> Air District notifies applicants about the results of the evaluation of their application
<ul style="list-style-type: none"><li>• Within 30 days of the notice of determination for applicants requesting \$100,000 or less in funding, <i>or</i></li><li>• Within 90 days of the notice of determination for applicants requesting more than \$100,000</li></ul>	<b>Proposed funding agreements forwarded to awardees for signature</b>
December 18, 2015 (by 4 PM), unless funds are exhausted sooner	<b>Application deadline (solicitation closes)</b>
Within 180 days of award (date funding agreement is executed)	<b>Projects must commence to remain eligible</b> (e.g., permits obtained, completed CEQA, purchased equipment) <b>Semi-Annual Reports</b> submitted to Air District during the implementation phase
Within 12 months of award	<b>All project equipment/stations must be installed and available for use by the public;</b> awarded funds must be expended <b>Interim Status Report</b> and invoice submitted to the Air District during the operation phase
Every 12 months following the submittal of the Interim Status Report until the minimum usage requirement is met and for a minimum of three (3) years	<b>Annual Report</b> , and any subsequent invoices submitted to the Air District
After submission of the last Annual Report	<b>Air District releases 15% retention amount</b>

**PAYMENT**

Payment is made on a reimbursement basis after all project equipment is placed into service, after project costs are incurred and documented, and after the Air District has received and approved the Interim Status Report and invoice for each station location. If the **actual total project cost** is less than the **estimated total project cost**, the TFCA award may be reduced (prorated). Fifteen percent (15%) will be withheld from each payment until the Air District receives and approves the last Annual Report and the final invoice.

Submittal of an application does NOT guarantee funding. For projects that are awarded funding, costs incurred prior to the execution of a Funding Agreement are not eligible for reimbursement.

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***MONITORING AND REPORTING***

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Project Sponsors will be required to monitor and report project status and electricity dispensed during the implementation and operational phases. The last Annual Report shall be submitted after the minimum usage requirement has been satisfied and the station has been operated for a minimum of three (3) years.

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***PRE-APPLICATION WORKSHOPS***

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Air District staff will be conducting public workshops to share information and answer questions about the Charge! Program. The pre-application workshops will cover program requirements, application process, application evaluation criteria, and grant awardee administrative requirements. Workshop attendance is optional but encouraged. *Please note each webinar is limited to 100 attendees.*

*Webinar Dates:*

- **Friday, June 5, 2015 (10:00AM - 11:00AM)** [Register for 6/5/15 workshop](#)
- **Thursday, June 11, 2015 (2:00PM-3:00PM)** [Register for 6/11/15 workshop](#)

Based on demand, additional workshops may be scheduled in the future. Notices about additional pre-application workshops will be sent via e-mail to parties that have signed up to receive free [TFCA email alerts](#). Interested parties are also encouraged to visit the Charge! Program website for updates.

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***QUESTIONS AND CONTACT INFORMATION***

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Please direct all questions about this solicitation in writing to Chengfeng Wang, the TFCA section supervisor, either by email at [cwang@baaqmd.gov](mailto:cwang@baaqmd.gov) (subject "RE: Charge! Program") or by mail to 939 Ellis Street, San Francisco, CA 94019.

Any verbal communication with an Air District staff person concerning this solicitation is not binding on the Air District and shall in no way alter a specification, term, or condition of the solicitation.

Responses to questions, program materials, and program updates will be posted on the Charge! website at: <http://www.baaqmd.gov/charge>.

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***APPLICATION FORMAT, REQUIRED DOCUMENTS, AND DELIVERY***

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Applications must be submitted BOTH electronically (using the [online Application](#)) and as a hardcopy (1 copy) to the Air District at 939 Ellis Street, San Francisco, CA 94019 (Attn: SID: "Charge! Program") by the submittal due date. Application packages (electronic and hardcopy) must include the following documents:

- Application Form
- Evidence of Authority to Apply and Implement Project: Either a: 1) a signed letter of commitment from the applicant's representative with authority (e.g., Chief Executive or Financial Officer, Executive Director, or City Manager); or 2) a signed resolution from the governing body (e.g., City Council, Board of Supervisors, or Board of Directors).
- Map showing each proposed station location and location of equipment
- Copy of cost estimate for each station location
- Proof of authority to install and operate charging station (e.g., copy of deed or copy of signed agreement with owner if the property is not owned by the applicant)
- Proof of insurance
- W-9 Form (submit only as a hardcopy; do not upload)

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**CHARGE! PROGRAM REQUIREMENTS**

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**BASIC ELIGIBILITY**

1. **Eligible Projects:** Only projects that result in the surplus reduction of motor vehicle emissions (i.e., reductions that are beyond what is required by regulations, contracts, and other legally binding obligations at the time the Air District executes the project's funding agreement) within the Air District's jurisdiction (<http://baaqmd.gov/The-Air-District/Jurisdiction.aspx>) are eligible.

Projects must conform to the provisions of the California Health and Safety Code (HSC) sections 44220 et seq. and the Charge! Program Requirements.

2. **TFCA Cost-Effectiveness:** Projects must not exceed the maximum cost-effectiveness (C-E) (\$/weighted ton) limit based on the ratio of TFCA fund awarded divided by the sum of surplus emissions reduced of reactive organic gases (ROG), nitrogen oxides (NO<sub>x</sub>), and weighted PM<sub>10</sub> (particulate matter 10 microns in diameter and smaller) over a Project's Life.
3. **Eligible Recipients:** Both public agencies and non-public entities are eligible to apply.
4. **Authority to Apply and Implement Project:** Applicants must demonstrate that they have the legal authority to submit the application, to enter into a funding agreement, to carry out the project, and to bind the applicant entity to perform all of the work associated with the proposed project, including the right or authorization to apply for and obtain necessary electrical/building permits, to install and operate the charging station until the usage requirements are met and for a minimum of three years, and to provide all required funding.
5. **Viable Project and Matching Funds:** *This program provides incentive funding on a reimbursement basis after the station equipment has been placed into service and all expenses have been incurred and documented.* Therefore, applicants must demonstrate that they have adequate funds from a non-Air District source to cover all stages of their proposed project(s) from commencement through the end of their Project's Life. In addition, applicants must demonstrate that they have available and ready to commit all necessary matching funds from a non-Air District source of funding.
6. **Minimum Grant Amount:** \$10,000 per application (and completed project). The Air District reserves the right to terminate the funding agreement and cancel an award if a project sponsor reduces a project's scope and the final amount that is eligible for reimbursement falls below the minimum grant award amount.
7. **Maximum Grant Amount:**
  - \$250,000 per applicant for projects that deploy Low kW DC Fast Charge, Level 2 and Level 1 equipment.
  - For applicants who proposed projects with DC Fast Chargers, the maximum funding limit is increased to \$600,000 per applicant; however, any additional funding requested above the \$250,000 limit may only be used for the installation of DC Fast chargers.

The Air District reserves the right to increase or decrease these limits.

8. **Readiness:** Project sponsors must meet the following implementation milestones:
  - **Within 6 months from the date the funding agreement is executed:** Project Sponsor is required to notify the Air District in writing of the status of its implementation of the project and submit evidence that significant preparatory work has been completed (e.g., permits obtained, completed CEQA, purchased equipment)

- **Within 12 months from the date the funding agreement is executed:** All project equipment/stations must be installed and available for use by the public; all project expenses have been incurred.
9. **Project Revisions:** The Air District will consider only requests for modifications to approved projects that achieve the same or better cost-effectiveness, comply with all *Charge!* Program requirements, and are in compliance with all applicable Federal and State laws, and District rules and regulations. The Air District may also approve minor modifications, such as to correct typographical mistakes in the grant agreements or to change the name of the grantees, without re-evaluating the proposed modification in light of the regulations, contracts, and other legally-binding obligations that are in effect at the time the minor modification was proposed.

#### **APPLICANT/GRANTEE IN GOOD STANDING**

10. **In Compliance with Air Quality Regulations:** Applicants must certify that, at the time of the application and at the time of issuance of the grant, they are in compliance with all local, State, and federal air quality regulations. Applicants who have an unresolved violation of District, state or Federal air quality rules or regulations are not eligible for funding. The Air District may terminate a grant agreement and seek reimbursement of distributed funds from project sponsors who were not eligible for funding at the time of the grant.
11. **In Compliance with Agreement Requirements:** Project sponsors who have failed to meet contractual requirements such as project implementation milestones or monitoring and reporting requirements for any project funded by the Air District may not be considered eligible for new funding until such time as all of the unfulfilled obligations are met.
12. **Good Faith Application:** Applications will be evaluated and recommendations for award of funding will be made based on the information provided by the applicants. The Air District reserves the right to reject an application and/or cancel an award at any time if any of the following circumstances are discovered:
- The application contains false or intentionally misleading statements or references which do not support an attribute or condition contended by the applicant.
  - The application is intended to erroneously and fallaciously mislead the Air District in its evaluation of the application and the attribute, condition, or capability is a requirement of this solicitation.
  - The application does not literally comply or contains caveats that conflict with the solicitation and the variation or deviation is material or it is otherwise non-responsive.
13. **Executed Funding Agreement:** Only a fully-executed funding agreement (i.e., signed by both the project sponsor and the Air District) constitutes the Air District's award of funds for a project. Approval of an application for the project by the Air District Board of Directors or notices such as a transmittal letter announcing the proposed award do not constitute a final obligation on the part of the Air District to fund a project.
- Applicants must sign funding agreements within 60 days from the date the agreements were transmitted to them in order to remain eligible for award of TFCA Funds. Applicants may request, in writing, an extension of up to no more than 180 days from the transmittal date to sign the grant agreements, which includes the basis for an extended signature period. At its discretion, the Air District may authorize such an extension.
14. **Maintain Insurance:** Project sponsors must maintain general liability insurance and additional insurance that is appropriate for its specific project type throughout the grant agreement term and the



Project's Life, with coverage being no less than the amounts specified in the respective funding agreement (see Appendix A). Project sponsors shall require their subcontractors to obtain and maintain such insurance of the type and in the amounts required by the grant agreements.

- 15. Independent Air District Audit Findings and Determinations:** Project sponsors who have failed either a fiscal audit or a performance audit for a prior Air District funded project will be excluded from future funding for three (3) years from the date of the Air District's final determination of the finding(s) in accordance with HSC section 44242. Additionally, project sponsors with open projects will not be reimbursed until all audit recommendations and remedies have been satisfactorily implemented.

A failed fiscal audit means an uncorrected audit finding that confirms an ineligible expenditure of funds. A failed performance audit means that a project was not implemented as set forth in the project funding agreement.

Project sponsors must return funds that the Air District has determined were expended in a manner contrary to the *Charge!* Program requirements and/or requirements of HSC Code section 44220 et seq. or otherwise failed to comply with the approved project scope, as set forth in the project funding agreement. Applicants who failed to reimburse such funds to the Air District from prior Air District funded projects will be excluded from future TFCA funding until corrected.

#### **INELIGIBLE PROJECTS AND COSTS**

The following costs are neither eligible for reimbursement nor can be applied to fulfill matching fund requirements.

- 16. Planning Activities:** The costs of preparing or conducting feasibility studies or any other planning activities are not eligible.
- 17. Cost of Developing Proposals and Grant Applications:** The costs to prepare grant applications are not eligible.
- 18. Duplication:** Projects that have previously received TFCA Funds (including Regional Funds or County Program Manager Funds) and do not propose to achieve additional emission reductions are not eligible. Additionally, projects that propose charging stations that serve only, or primarily, vehicles that were paid for with TFCA funds and therefore would not achieve additional emission reductions are also not eligible.
- 19. Costs for Maintenance, Repairs, and Operations:** Costs to build parking areas, to repave, and for maintenance, repairs, rehabilitation, extended warranties and maintenance agreements, electricity (utility) and operations (e.g., network fees), are not eligible.
- 20. Administrative Costs:** Administrative costs are not eligible for TFCA funding. Administrative costs include accounting for TFCA funds, and fulfilling contractual obligations, including, but not limited to reporting and record-keeping requirements specified in the funding agreement.

#### **USE OF TFCA AND MATCH FUNDS**

- 1. Eligible Project Costs:** Only costs that are *directly related* to the installation of the charging station and incurred after the execution of a Funding Agreement are eligible for reimbursement. The following costs are eligible for *TFCA* funding and may be considered as match funds:
- A. Charging station hardware, including tax and shipping fees;
  - B. Labor and materials (e.g., trenching, wiring, and conduit) at the approved location;
  - C. Necessary electrical upgrades to meet the demands of the charging stations (i.e., electrical panels, and transformers);



- D. Permit fees;
- E. Hardware equipment separate from the charger used to record the kWh dispensed from the equipment to PEVs (e.g., separate meter, data logger); and
- F. Additionally, for projects that propose to offset grid demand:
  - i) Power generation and/or battery storage hardware, including tax and shipping fees;
  - ii) Labor and materials directly related to the installation of power generation and/or battery storage equipment.

## 2. CHARGER TYPES AND GRANT FUNDING AMOUNTS

### Funding Award Limits:

The funding amounts are determined based on the minimum usage requirements needed to make each charging station cost-effective. Award per charger (or qualifying charge port) is limited to the amount, varying by charger type, listed in the table below. Total award amount for each project is limited to 75% of eligible project costs incurred. The minimum total project life usage requirement per charger is also listed in the table below.

Table 1. Funding Award Limits

Charger Type	Maximum Award per Charger	Total Usage Requirement***
<b>DC Fast Charge</b>	\$25,000	75,000 kWh
<b>Low kW DC Fast Charge*</b>	\$5,000	15,000 kWh
<b>Level 2*</b>	\$3,000	9,000 kWh
<b>Level 1**</b>	\$500	1,500 kWh

\* Low kW DC Fast Chargers and Level 2 Chargers at Transportation Corridor sites are eligible for funding only when installed in conjunction with DC Fast Chargers.

\*\* Level 1 Chargers installed at Transportation Corridor Charging sites are not eligible for funding.

\*\*\* The usage requirement will be evaluated on a per project basis across all funded chargers.

### Grid Demand Offset:

Projects that propose to offset the grid demand of the charger(s) through the following strategies may qualify for additional funding. Note: Renewable energy credits (RECs) **cannot** be used to qualify for the higher grid demand offset funding limits.

#### A. On-site power generation using only solar or wind:

- i) The maximum award per charger is increased by 50% for projects that propose to generate at least one-third (1/3) of their usage requirement over a three year period.
- ii) The maximum award per charger is increased by 100% for projects that propose to generate at least two-thirds (2/3) of their usage requirement over a three year period.

**B. Onsite power AND battery storage:** The maximum award per charger is increased by 100% for projects that propose to generate one-third (1/3) of their usage requirement and incorporate a battery storage system capable of storing, at a minimum, the amount of power generated in one day.

*At this time, the Air District is not offering higher funding for projects that propose to incorporate battery storage without a power generation component; however, we are evaluating this as an*

option. Applicants that are interested in this option are therefore encouraged to consult with the Air District prior to submitting an application.

**Case-by-case projects:**

- i) **Other Charger Types:** Projects that propose charger types not listed in the table above will be evaluated on a case-by-case basis. The proposed charger type must be certified by an independent and nationally recognized testing and certification company (e.g., Underwriters Laboratories, Inc., Intertek). Charger type must also service California Air Resources Board certified vehicles.
- ii) **Lower Usage Requirements:** Applicants may propose a lower usage requirement than the limits listed in Table 1 for a reduced award amount.

**3. Project Requirements:** Projects applying for TFCA funds must meet the following additional general requirements:

**A. General Project Requirements:**

- i) Equipment must be installed at locations within the boundaries of the Air District's jurisdiction (<http://baaqmd.gov/The-Air-District/Jurisdiction.aspx>).
- ii) Equipment that is funded through the *Charge!* Program shall be compliant with the Open Charge Point Protocol (OCPP).
- iii) Charging stations shall be installed in a well-lit, secure area.

**4. Grantee Requirements:**

- i) Grant recipients must operate and maintain each charging station for a minimum period of three (3) years from the date the station is put into service.
- ii) Grant recipients shall maintain the charging stations properly and guarantee that the stations are accessible and serviceable for 90 percent of the days during each calendar year.
- iii) Charging station owners/hosts may seek cost-recovery from users of the charging station in order to defray costs for maintenance and operation of charging station. If payment is required, the charger will be able, at a minimum, to accept credit cards as payment for the electricity and shall not require a subscription fee or membership in any network as a condition of use.

Public agencies that install charging stations shall have the ability to collect fees from station users/customers (e.g., pay-for-use, pay at parking garage.)

- iv) Grant recipients that fail to meet any of the *Charge!* Program requirements and contractual agreement conditions must reimburse the Air District a prorated share of the amount of the grant funds based on the duration of time that the charging stations operated and the electricity delivered to PEVs.
- v) Grant recipients shall allow the Air District or its authorized representatives to conduct financial audits and agree to make available to the Air District all records relating to project performance and expenses incurred in the implementation of the project.
- vi) Grant recipients shall allow the Air District or its authorized representatives to inspect the charging station locations and equipment at all times during the Project Life. Grant recipients shall cooperate with such inspections; the Air District shall make reasonable efforts to conduct such inspections during normal business hours.

- vii) Grant recipients shall prepare and maintain all necessary project records to document project activities and performance to support the reporting requirements. Grant recipients shall submit the required reports to the Air District by the due dates specified in the grant agreement.
  - viii) Grant recipients shall acknowledge the Air District as a project funding source at all times during the Project Life.
  - ix) Grant recipients shall install, maintain, and operate the funded equipment in accordance with all applicable state, federal and local laws and regulations including compliance with all applicable requirements of the Americans with Disabilities Act (ADA) throughout the Project Life.
  - x) Grant recipients shall allow the Air District or its authorized representatives collect additional information about the project that will be made publicly-available.
- B. Eligible Facility Categories:** Only projects that meet one or more of the following categories are eligible for funding.
- i) **Transportation Corridor projects** shall meet the following additional requirements:
    - a. Charging stations must be located within one mile driving distance from the exit of a heavy volume expressway or conventional highway, freeway, and at least 10 miles driving distance away from the nearest existing publicly available DC fast charging station. Applicants may propose to install equipment closer than the 10-mile limit if they provide evidence that the nearest existing location is not sufficient to meet the demand for charging in the proposed corridor.
    - b. Charging stations shall be accessible for use by the public 24 hours a day/365 days per year;
  - ii) **Workplace charging projects** shall meet the following additional requirements:
    - a. Charging stations must be located at a non-residential business employment center (e.g. business park, office complex.)
    - b. Charging stations shall be accessible to the public, at a minimum, during regular business hours.
    - c. Applicants must also provide a description of how they will facilitate shared use of the charging station to maximize its use.
  - iii) **Multi-dwelling unit (MDU) charging projects** shall meet the following requirements:
    - a. Charging stations must be located at an MDU and be accessible to the residents 24 hours a day/365 days per year.
    - b. Applicants must also provide a description of how they will promote the availability of the charging stations to their residents.
  - iv) **Destination charging projects** shall meet the following requirements:
    - a. Charging stations shall be accessible to the public, at a minimum, during regular business hours.
    - b. Charging stations must serve one or more non-residential activity center.

**REGIONAL FUND EVALUATION CRITERIA:**

1. Proposed projects must meet all the *Charge!* Program Requirements.

Applications will be reviewed on a first-come, first-served basis, and eligible projects will be recommended for funding until funding has been depleted.

The Air District reserves the right to request additional information to substantiate an applicant's request for funding. The Air District may also recommend a lower funding award to applicants that have not fully demonstrated how they will fulfill the usage requirements.

2. Up to sixty percent (60%) of TFCA Regional Funds will be reserved for projects that meet one or more of the following criteria:
  - a. Projects in Highly Impacted Communities or Episodic Areas as defined in the Air District Community Air Risk Evaluation (CARE) Program;
  - b. Projects in Priority Development Areas (PDAs).
3. An initial limit of \$500,000 is set for projects installing charging stations at MDUs and Transportation Corridors. The Air District reserves the right to increase this funding limit.

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**APPENDIX A: INSURANCE GUIDELINES**

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This appendix provides guidance on the insurance coverage and documentation typically required for PEV charging station projects. Note that the Air District reserves the right to specify different types or levels of insurance in the funding agreement.

The typical funding agreement requires that each project sponsor provide documentation showing that the project sponsor meets the following requirements for each of its projects.

- a) **Liability Insurance** with a limit of not less than \$1,000,000 per occurrence, of the type usual and customary to the business of the Project Sponsor, and to the operation of any portion of the Project operated by the Project Sponsor.
- b) **Property Insurance** in an amount of not less than the insurable value of Project equipment funded under the Agreement, and covering all risks of loss, damage or destruction of such equipment.
- c) **Acceptability of Insurers:** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A, VII. The Air District may, at its sole discretion, waive or alter this requirement or accept self-insurance in lieu of any required policy of insurance.

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**APPENDIX B: DEFINITIONS**

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**Charging Station:** Also known as electric vehicle supply equipment (EVSE), consist of the conductors, including the ungrounded, grounded, and equipment grounding conductors and the electric vehicle connectors, attachment plugs, and all other fittings, devices, power outlets, or apparatus installed specifically for the purpose of delivering energy from the premises wiring to the electric vehicle. ([http://www.psrc.org/assets/3729/A\\_NEC\\_625\\_2008.pdf](http://www.psrc.org/assets/3729/A_NEC_625_2008.pdf))

**Destination Charging:** This category is for destinations that drivers travel “medium-to-long” distances from their home and where the vehicle would tend to be parked for more than one hour. Examples of this category include shopping and retail/commercial centers, recreational areas, restaurants, theaters, stadiums, amusement parks, museums, and airports.

**Direct Current (DC) Fast Charger:** Configured at 40kW or higher with a CHAdeMO connector or with a dual SAE Combo and CHAdeMO connector. Requires a three-phase 208 Volt AC minimum input power. Chargers must have the ability to communicate with vehicle battery management systems and can accept various forms of payment for customers to use equipment include, but not limited to, pay-by-phone, credit card, pre-paid card, and subscription service. Payment can not only be limited to solely a subscription service. Additionally, must be certified by the Underwriters Laboratories, Inc. (UL), or equivalent safety standard. DC Fast Charging stations with dual ports count as two chargers only if the dual ports are capable of providing DC fast charge to two vehicles at the same time and at the minimum charging rate (40 kW).

**Facility:** A discreet location (e.g., same parcel number or physical address, parking structure) that has one or more charging stations.

**Level 2 Charger:** Configured to a minimum output of 6.6 kW and offers charging through 240 to 208 volt electrical service and meets the Society of Automotive Engineers (SAE) standard J1772. Additionally, requires installation of a dedicated circuit of 20 to 100 amps and can operate at up to 80 amperes and 19.2 kW. ([http://www.psrc.org/assets/3729/A\\_NEC\\_625\\_2008.pdf](http://www.psrc.org/assets/3729/A_NEC_625_2008.pdf)). Level 2 charging stations with dual ports count as two chargers only if the only if the dual ports are capable of providing Level 2 charge to two vehicles at the same time and at the minimum charging rate (6.6 kW).

**Level 1 Charger:** Configured to a minimum output of 1.4 kW and permits plugging into a common, grounded 120-volt electrical receptacle (NEMA S-15R or S-20R). The maximum load on this receptacle is 12 amperes or 1.4 kVa. The minimum circuit and overcurrent rating for this connection is 15 amperes for a 15-ampere receptacle and 20 amperes for a 20-ampere receptacle. ([http://www.psrc.org/assets/3729/A\\_NEC\\_625\\_2008.pdf](http://www.psrc.org/assets/3729/A_NEC_625_2008.pdf)). Level 1 charging stations with dual ports count as two chargers only if the dual ports/receptacles are capable of providing a Level 1 charge to two vehicles at the same time and at the minimum charging rate (1.4 kW).

**Low Kilowatt (kW) DC Fast Charger:** Configured at an output of 20kW to 39kW with a CHAdeMO connector or with a dual SAE Combo and CHAdeMO connector. Requires a single-phase or three-phase 208 Volt AC minimum input power. Chargers must have the ability to communicate with vehicle battery management systems and accept various forms of payment for customers to use equipment include, but not limited to, pay-by-phone, credit card, pre-paid card, and subscription service. Payment can not only be limited to a subscription service. Additionally, must be certified by the Underwriters Laboratories, Inc. (UL), or equivalent safety standard. Low kW DC fast charging stations with dual ports count as two chargers only if the dual ports are capable of providing Low kW fast charge to two vehicles at the same time and at the minimum charging rate (20kW).

**Multi-Dwelling Unit:** Multi dwelling units (MDU) include a broad range of building complexes, from condominiums to high-rise apartments.<sup>3</sup> MDUs may have parking associated with each unit, or parking only available through commercial lots in close proximity to the complex.

**Plug-in Electric Vehicle (PEV):** A vehicle that is propelled in part or solely by an electric motor, is capable of being recharged from an external source of electricity that meets the Society of Automotive Engineers and/or CHAdeMO protocol standard, and has a California air Resources Board fuel standard of Plug-in Gasoline Electric Hybrid or LI+.

**Project:** Meets all applicable Charge! Program requirements and consists of one or more facilities.

**Project Life:** The period of time that begins on the date that a charging station is placed into service (and is available for use) and ends after the usage requirements have been met and after the stations has been in service for a minimum of three years.

**Transportation Corridor Charging:** Corridor charging gives existing and prospective electric vehicle owners the assurance that they can charge when driving long distances along a freeway or highway. Chargers at these facilities may also be able to support the needs of local PEV drivers (e.g., rest areas).

**Workplace Charging:** Workplace charging may provide an alternative to residential charging for consumers that may not have residential charging available. Additionally, workplace charging may allow for more zero emissions miles driven.

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<sup>3</sup> US Census Bureau: residential building containing units built one on top of another and those built side-by-side, which do not have a ground-to-roof wall and/or have common facilities (i.e., attic, basement, heating plant, plumbing, etc.)